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## ABSTRACT

The booklet sets forth the National Apprenticeship and Training Standards for the one-year apprenticeship program for orthotic and/or prosthetic technicians, as developed and recommended by the American Orthotic and Prosthetic Association. Standards in various areas--such as qualifications for apprenticeship, hours of work, salaries, records, reports, accident prevention, and equal opportunity--are outlined, and adapting national standards to local use and program supervision--including such topics as responsibilities of apprentices, filing with the registration agency, and term of apprenticeship--are reviewed. Continuous revision of the standards is planned. Five appendixes include work processes for orthotic and prosthetic technicians, apprentice recordkeeping, the apprenticeship agreement, and Federal laws and regulations affecting the employment of apprentices. Location lists for regional offices and State and territorial apprenticeship agencies, and samples of apprenticeship certificates also are included. (NH)

# National Apprenticeship and Training Standards for Orthotic and Prosthetic Technicians

Developed and adopted by  
the American Orthotic and Prosthetic Association

In cooperation with the  
Bureau of Apprenticeship and Training  
U.S. Department of Labor

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
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U.S. Department of Labor  
Peter J. Brennan, Secretary

Manpower Administration  
Bureau of Apprenticeship and Training  
1973

Claude J. Lambert, C.P.O., President  
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## AMERICAN ORTHOTIC AND PROSTHETIC ASSOCIATION

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July 26, 1973


### A Note to the Orthotic/Prosthetic Industry

A key to the future of any profession or industry is its ability to attract and recruit interested and skilled potential trainees. This is even more critical in an era when there is national dedication to the task of assisting individuals who otherwise might find it difficult to become involved in health related careers.

AOPA has long recognized this situation just as it has recognized that the practice of orthotics and/or prosthetics in the U.S. has evolved into a professional calling which will increasingly emphasize the need for more Technicians and Assistants to work with our practitioners. To this end, our Association has collaborated with the U.S. Department of Labor in the development of a new national apprenticeship training program for Orthotic and/or Prosthetic Technicians. Moreover, I am pleased to announce that this is the first one-year program to be registered with the Department's Bureau of Apprenticeship and Training, an achievement for which both AOPA and the Government can be justifiably proud.

We hope that orthotic and prosthetic facilities throughout the U.S. will take note of this new program and will provide opportunities for trainee participation. This activity deserves our heartiest support.

Sincerely yours,

  
Claude J. Lambert  
President

CJL:hb

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U. S. DEPARTMENT OF LABOR  
MANPOWER ADMINISTRATION  
WASHINGTON, D. C. 20310



July 18, 1973

National Advisory Committee on Apprenticeship  
American Orthotic and Prosthetic Association  
1440 N Street, N. W.  
Washington, D. C. 20005

Gentlemen:

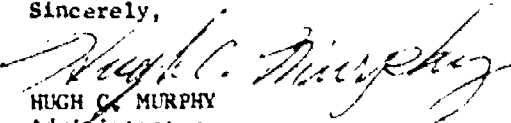
It gives me great pleasure to inform you that your Association's National Apprenticeship Standards for Orthotic and/or Prosthetic Technician are consistent with the basic requirements and equal employment opportunity regulations of the Bureau of Apprenticeship and Training, U. S. Department of Labor.

I congratulate you and the Association which you represent on your efforts to provide a systematic and uniform method for training Orthotic or Prosthetic Technicians throughout the profession. Your National Standards are the first to be registered with a one-year term of apprenticeship.

Your interest and initiative in providing guidance to your Association's membership in line with your recommended National Standards can maintain and improve its supply of skilled laboratory manpower in this vital allied health field.

The field staff of the Bureau of Apprenticeship and Training is available to assist your local members in formulating local apprenticeship programs patterned after your National Standards.

Sincerely,

  
HUGH C. MURPHY  
Administrator  
Bureau of Apprenticeship  
and Training

## **PREFACE**

Set forth in the following pages are the National Apprenticeship and Training Standards for the 1-year apprenticeship program for orthotic and/or prosthetic technicians. These standards were recommended by the Committee on Education, serving as the ad hoc National Advisory Committee on Apprenticeship of the American Orthotic and Prosthetic Association (AOPA), in cooperation with the Bureau of Apprenticeship and Training, U.S. Department of Labor.

The Association and its members are dedicated to the rehabilitation of the orthopedically handicapped and are united in a constant desire to improve services and patient-management capability.

It is the sincere conviction of the AOPA that through the concerted effort of its members the supply of skilled laboratory manpower can be maintained and improved. The objective of these national standards is to provide a basis for the mutual undertaking of training a worker at the technician level and should result in benefits to all concerned.

It is the hope of the Association that these standards will be considered in the spirit in which they have been conceived. Their sole purpose is to improve the quality of and opportunity for those who wish to secure fundamental effective training as orthotic and/or prosthetic technicians through the establishment of uniform, supervised, on-the-job training programs.

Because of the continuing changes occurring in the allied health field, the American Orthotic and Prosthetic Association will appoint a permanent National Advisory Committee on Apprenticeship to maintain a constant surveillance of apprenticeship and training problems and new requirements at the technician level. It will recommend such changes as may be necessary from time to time to assure the effectiveness of these national standards, methods, procedures, and problems.

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# NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR ORTHOTIC AND/OR PROSTHETIC TECHNICIANS ✓

## 1. Definitions

(a) *Orthotic Technician*—the person who supports the orthotist in providing care to patients with disabling conditions of the limbs and spine by fabricating devices known as orthoses. Under the guidance of and in consultation with the orthotist or the orthotic assistant, the technician, as a result of his skills, fabricates orthoses and/or their components in such a manner as to provide maximum fit, function, cosmesis, and workmanship. He also performs repairs to and maintenance of orthoses as assigned. The orthotic technician must keep abreast of all new fabricating techniques and be skilled with hand and power tools and the qualities of various materials. He may be assigned responsibility for the performance of other technicians.

(b) *Prosthetic Technician*—the person who supports the prosthetist in providing devices known as prostheses. Under the guidance of and in consultation with the prosthetist or the prosthetic assistant, the technician may make positive molds and, as a result of his skills, fabricate prostheses and/or components in such a manner as to provide maximum fit, function, cosmesis, and workmanship. He also performs repairs to and maintenance of prostheses as assigned. The prosthetic technician must keep abreast of all new fabricating techniques and be skilled with hand and power tools and the qualities of various materials. He may be assigned responsibility for the performance of other technicians.

(c) *Orthotic-Prosthetic Technician*—the person whose responsibilities and functions conform to those of both the orthotic technician and the prosthetic technician as defined in the two preceding items.

(d) *Apprentice*—the individual who is under an apprenticeship agreement to acquire the qualifications of the orthotic and/or prosthetic technician as outlined in these standards, and who is registered with the appropriate registration agency.

(e) *Association*—the American Orthotic and Prosthetic Association, 1440 N Street, NW., Washington, D.C. 20005.

✓ Local application of these national standards in States having State apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor and State apprenticeship agencies are available to advise on such standards.

(f) *Committee*—the Committee on Education, also known as the National Advisory Committee on Apprenticeship of the American Orthotic and Prosthetic Association. This Committee is directly responsible to the Association for the effectiveness of apprenticeship training of technicians.

(g) *Employer*—any member firm of the American Orthotic and Prosthetic Association who has the facilities and equipment properly train apprentices in accordance with the terms and conditions of these national standards.

(h) *Apprenticeship Agreement*—the written agreement between the apprentice and the employer establishing the terms of the apprenticeship.

(i) *Registration Agency*—the recognized State apprenticeship agency, or in States where there are no such agencies, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

## **2. Qualifications for Apprenticeship**

Applicants for apprenticeship shall not be less than 18 years of age, unless State law requires a different minimum age. Proof of age shall be required.

A maximum age limit may be established, if desired. Where a maximum age is established, it must be stated in the local program. Exceptions to the maximum age limit may be provided for honorably discharged veterans, for previous work experience at the technician level in the occupation, or to meet established minority apprentice employment goals and timetables.

Apprentices must be physically fit to perform the employment functions of the orthotic and/or prosthetic technician.

Employers may establish, subject to the approval of the National Advisory Committee on Apprenticeship, additional qualifications as desired. Such qualifications must be specific, clearly stated, and reasonably and directly related to job performance.

## **3. Apprenticeship Agreement <sup>2/</sup>**

Apprentices shall be covered by a written apprenticeship agreement with their employer(s) which shall be signed by both and registered with the appropriate registration agency. Such agree-

<sup>2/</sup> Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the forms may be obtained from the staff of the State apprenticeship agency or the Bureau of Apprenticeship and Training, U.S. Department of Labor. If such is not the case, copies of the sample form (appendix 4) may be used.



ment(s) shall contain a statement making the terms and conditions of the local program a part of the agreement(s). The National Advisory Committee on Apprenticeship shall provide employers desiring to train an apprentice with forms of agreements applicable to their States' local program requirements.

#### **4. Term of Apprenticeship and Credit for Previous Experience**

Orthotic or prosthetic technician apprentices shall serve a minimum of 2,000 hours (50 workweeks of 40 hours each) in the year to which the agreement relates, and the orthotic-prosthetic technician apprentices shall serve a minimum of 4,000 hours, including a probationary period. The apprentices' progress in each phase of apprenticeship may be determined on a credit hour basis. Therefore, apprentices who, by unusual aptitude and industry or because of past educational and/or practical experience, achieve the desired level of attainment in one phase of apprenticeship in less than the time designated may be advanced to the next phase. The determination of such attainment in less than the usual number of scheduled hours shall be made by the employer. When such advancement is made, the apprentice(s) shall be paid the rate of pay for the level to which advancement is made.

#### **5. Probationary Period**

Apprentices shall be subject to a probationary period, not to exceed 3 months of reasonably continuous employment on the job.

This probationary period will give the apprentice the opportunity to observe the work of the trade in its entirety and enable him to decide whether it will be to his liking; and it will give the employer the opportunity to determine whether the apprentice has the ability to absorb further training.

During the probationary period, the apprenticeship agreement may be cancelled on request of either party to the agreement. After probation, apprenticeship agreements may be cancelled at any time for due cause. The registration agency and the Committee shall be notified of all cancellations and terminations of apprenticeship agreements.

#### **6. Hours of Work**

The workday and workweek for apprentices and conditions associated therewith shall be the same as those of other classifications of employees doing comparable work on a nonapprentice basis.

## **7. Salaries**

Apprentices shall be paid for each hour spent in the facility of the employer and in related instruction during normal working hours at a progressively increasing schedule of wages. Such wages shall be a percentage of the prevailing local journeyman's beginning hourly wage rate, as follows:

1st 500 hours . . . . .	.50% of the journeyman's rate
2nd 500 hours . . . . .	.65% of the journeyman's rate
3rd 500 hours . . . . .	.80% of the journeyman's rate
4th 500 hours . . . . .	.90% of the journeyman's rate

Note: When an apprentice has satisfactorily completed a 1-year orthotic or prosthetic technician program and wishes to continue for a second year to become an orthotic-prosthetic technician, it is recommended that he be paid no less than 100 percent of the journeyman's beginning wage. Further adjustment thereafter should be an agreement between the employer and the apprentice, or such bargaining agreement as may exist.

## **8. Ratio**

The provision in local programs covering the ratio of orthotic or prosthetic technician apprentices to journeymen shall be worked out in accordance with local practices. No more apprentices shall be employed than can (a) be given proper supervision in the performance of the functions that are required by the national standards for adequate apprenticeship training and (b) be afforded employment opportunity on completion of the training period. The ratio of apprentices to journeymen shall be stated in the local program.

## **9. Apprentice Records, Reports, and Examinations**

The Committee will require local employers of apprenticeship programs under these standards to develop and keep such records as seem desirable for the proper training of apprentices as follows:

- (a) Application form for entrance into apprenticeship.
- (b) Tests or examinations as required for entrance into apprenticeship, periodically for evaluation of progress, and for completion of the apprenticeship.

- (c) A copy of the registered apprenticeship agreement.
- (d) Record of attendance in related and technical instruction.
- (e) Report of selection standards and procedures utilized by employers.

## **10. Progress Reports**

The progress of apprentice(s) shall be reviewed by employers prior to advancement of apprentices to each level of their apprenticeship, and at such other times as may be deemed necessary by the employer. Consideration in evaluating the degree of advancement shall be given to related instruction and on-the-job performance, as reflected by the apprentice's work records, and other factors indicative of the apprentice's development in the skills of the orthotic and/or prosthetic technician.

## **11. Adjusting Differences**

The employer and the apprentice shall have the right and privilege of appeal to the Committee in the event of disputes or controversies arising over any provision of the local program which cannot be satisfactorily settled locally. The Committee shall consider all records pertaining to the apprenticeship training relationship, hear all parties, and make adjustments as necessary. Such adjustments shall be binding on both employers and apprentices as a condition of entering into or maintaining the apprenticeship training relationship under these standards.

## **12. Work Processes**

During the term of apprenticeship, the apprentice shall be given an opportunity to work in all phases of orthotic and/or prosthetic technician functions in accordance with the schedule of work processes for each classification. (See appendix 1.)

These work processes need not be followed in the exact order as listed, nor continuously on each process, but may be varied according to the laboratory workload. However, the apprentice shall receive instruction as near as possible in the amount of time listed for each process.

Apprentices shall not be used for the performance of general custodial work or other nontechnical tasks except to the extent necessary to maintain their work stations in a clean and orderly condition or to the extent that performance of such custodial work is required of other employees.

### **13. Related Instruction**

The apprentice shall be required to attend classes in subjects related to the functions of orthotic or prosthetic technicians for a minimum of 144 hours per year. These classes may be given during or outside the regular working hours depending upon local practices and available facilities. Time spent in related instruction shall not be considered as hours of work unless the apprentice is required to take such courses during the regular working hours, and in that event he shall be compensated at his regular hourly rate.

To provide appropriate related instruction, in-facility courses may be given utilizing company or outside personnel as instructors. Local high schools, vocational schools, and colleges usually cooperate in offering related studies that can be taken after working hours.

### **14. Accident Prevention**

Apprentices shall receive training and instruction in accident prevention and safe working habits, both on the job and in related instruction, during the entire term of apprenticeship. Such instruction shall be coordinated with actual work performed on the job and tools and equipment used.

### **15. Certificate of Completion of Apprenticeship**

Apprentices who successfully complete their apprenticeship shall be awarded a certificate by the appropriate registration agency. (See page 20.)

### **16. Equal Opportunity in Apprenticeship**

All programs of apprenticeship registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor or recognized State apprenticeship agencies must include in their program the following equal opportunity pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29, of the Code of Federal Regulations, part 30, as amended.

In order to be eligible for orthotic and/or prosthetic technician apprenticeship under locally established programs, all applicants will be required to meet the following qualifications, as a minimum:

- (a) At least 18 years of age unless State law requires a different minimum age (proof of age required).

A maximum age limit may be established, if desired. Where a maximum age is established, it must be stated in the local program. Exceptions may be provided for honorably discharged veterans, for previous work experience in the occupation, or to meet established minority apprentice employment goals and timetables.

- (b) Must be physically fit to perform the work required of orthotic and/or prosthetic technician. Proof of physical ability not necessary until applicant appears for personal interview.

If a local program sponsor establishes additional qualifications, such qualifications will be stated in the local program.

In addition to establishing qualification standards, each local program sponsor employing five (5) or more apprentices will be required to develop and adopt an affirmative action plan which shall include goals and timetables if analysis indicates underutilization of minorities, and shall adopt a selection method consistent with the requirements of title 29, CFR, part 30, as amended.

A local program sponsor with a program in which fewer than five (5) apprentices are indentured is only required to adopt the Equal Opportunity Pledge stated in section 30.3(b) of title 29, CFR, part 30, as amended.

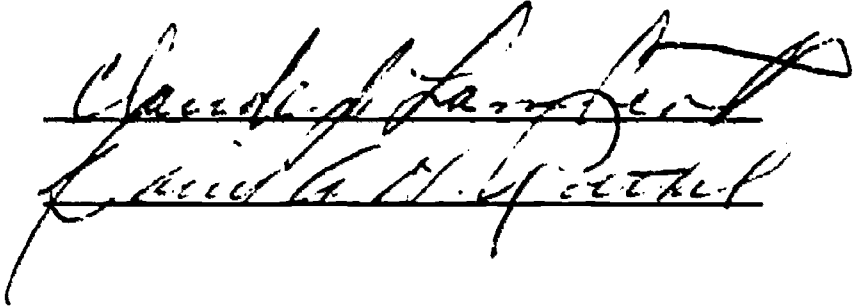
Detailed information regarding the application of nondiscrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, or State apprenticeship agencies.

## **17. Modification of National Standards**

The American Orthotic and Prosthetic Association's National Advisory Committee on Apprenticeship reserves the right to make

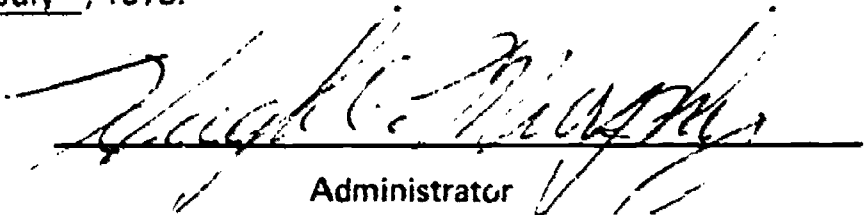
such changes in its National Apprenticeship and Training Standards as may in its judgment be necessary, subject to the approval of the Association and the Bureau of Apprenticeship and Training, U.S. Department of Labor.

APPROVED AND ADOPTED BY THE AMERICAN ORTHOTIC AND PROSTHETIC ASSOCIATION THIS 18th day of July, 1973.



Charles J. Lambert  
President, A.O.P.A.

REGISTERED AS INCORPORATING THE BASIC STANDARDS OF THE BUREAU OF APPRENTICESHIP AND TRAINING OF THE UNITED STATES DEPARTMENT OF LABOR THIS 18th day of July, 1973.



Robert C. Nichols  
Administrator  
Bureau of Apprenticeship and Training

## **ADAPTATION OF NATIONAL STANDARDS TO LOCAL USE AND PROGRAM SUPERVISION**

The American Orthotic and Prosthetic Association, through its National Advisory Committee on Apprenticeship, shall oversee these national standards and their use in obtaining the maximum effectiveness of local apprenticeship programs to insure the availability of competently trained personnel. The meaningful adaptation of the Association's stated policy to local operations will require active cooperation of the Association and its individual member facilities.

The Committee shall make every effort to maintain the application of these national standards among members of the Association.

A national representative from the Bureau of Apprenticeship and Training, U.S. Department of Labor may be appointed to provide advice, service, and assistance to the Committee. This representative shall have voice but no vote on matters before the Committee.

In order to fulfill his responsibility, it is recommended that the local employer develop apprenticeship standards covering such items as:

- (a) Selecting a supervisor of apprentices.
- (b) Methods of selecting apprentice applicants.
- (c) Schedule of work experience on the job.
- (d) Progressively increasing schedule of wages for the apprentice.
- (e) Supplemental related instruction.
- (f) Provision for reviewing and testing the apprentice's progress.
- (g) Arranging for presentation to the apprentice a Certificate of Completion.

It shall be the responsibility of the employer to:

- (a) Determine the need for, and the availability of, qualified orthotic and/or prosthetic technicians in the local area.
- (b) Base apprenticeship selections on qualifications alone.
- (c) Assure that necessary on-the-job experience and related instruction are provided apprentices.
- (d) Conduct periodic examinations of apprentices.



- (e) Notify appropriate registration agency and the Committee of any cancellation or termination of apprenticeship agreements.
- (f) Prepare and submit all necessary reports concerning the program to the local, State, or Federal agencies, and to the Committee.
- (g) Prepare and submit to the Committee an initial report outlining the local program, periodic reports regarding apprenticeship activities, and any amendments for approval of local programs.
- (h) Supervise the enforcement of the provisions of the local programs.
- (i) Impress upon each indentured apprentice that in signing the apprenticeship agreement he has voluntarily agreed to abide by the provisions of the local program, and also inform the apprentice of his responsibilities and obligations under the apprenticeship program.

#### **1. Responsibilities of Apprentices**

- (a) To perform diligently and faithfully the duties as assigned by the employer in accordance with the provisions of the program.
- (b) To respect the property of the employer and abide by the working rules and regulations of the employer.
- (c) To attend regularly and complete satisfactorily the courses of related instruction as provided under the local program.
- (d) To maintain such records of work experience and training received on the job and in related instruction as may be required by the employer.
- (e) To develop safe working habits and conduct himself in his work in such a manner as to assure his own safety as well as that of his fellow workers.
- (f) To work for the employer to whom assigned to the completion of his apprenticeship, unless he is reassigned to another employer or his agreement is terminated by the employer.
- (g) To conduct himself at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording him the opportunity to become an orthotic and/or prosthetic technician.



## **2. Ratio**

The provision in local programs covering the ratio of technician apprentices to journeymen shall be worked out in accordance with local practices.

## **3. Filing With the Registration Agency**

A copy of the local apprenticeship program, and any amendments thereto, shall be registered by the appropriate registration agency, as identified on page 1 under "Definitions."

## **4. Consultants**

Guidance in the successful operation of the apprenticeship program is always available from the Association representative. Advice and assistance may also be sought from the Bureau of Apprenticeship and Training, U.S. Department of Labor, State apprenticeship agencies and/or State departments of education.

## **5. Term of Apprenticeship**

The term of apprenticeship for orthotic or prosthetic technician apprentice shall be approximately 2,000 hours of on-the-job training, which shall include a minimum of 144 hours of related supplemental instruction. The term shall be subdivided into two 6-month periods of 1,000 hours each.

The first 500 hours shall be considered a probationary period, during which time the employer or the apprentice may cancel the apprenticeship agreement by notifying the other. The registration agency and the Committee shall be advised of all such cancellations.

The orthotic or prosthetic technician apprentice will work with certified orthotists or prosthetists under the supervision of the facility manager and will receive work experience and training pertaining to the skills of orthotic or prosthetic technology in a manner that will lead to his advancement. As he becomes familiar with the subjects related to the operation of the laboratory equipment and methods of fabrication, he will be expected to perform any duties considered to be those of an orthotic or prosthetic technician apprentice.

## **6. Rate of Pay**

See Salaries on page 4.

## APPENDIX 1

### WORK PROCESSES ORTHOTIC TECHNICIAN

	<i>Hours</i>
Tools and Equipment . . . . .	150
Care and use of tools, machines, and their use in orthotic fabrication.	
Orthotic Materials and Processes . . . . .	125
Familiarization with the basic materials, equipment, and procedures used in the fabrication of orthoses.	
Fabrication of Orthoses . . . . .	1,475
The applied use of materials and tools relative to the techniques of fabricating orthotic devices.	
Upper Extremity (200)	
Lower Extremity (900)	
Spinal (375)	
Anatomy—BioMechanics and Related Subjects. . . . .	250
A study of the skeletal and muscular systems with emphasis on the relationship to the fabrication of orthoses.	
Total. . . . .	<hr/> 2,000

## APPENDIX 2

### WORK PROCESSES PROSTHETIC TECHNICIAN

	<i>Hours</i>
Tools and Equipment . . . . .	150
Care and use of tools, machines, and their use in prosthetic fabrication.	
Prosthetic Materials and Processes . . . . .	125
Familiarization with the basic materials, equipment, and procedures used in the fabrication of prostheses.	
Fabrication of Prostheses . . . . .	1,475
The applied use of materials and tools relative to the techniques of fabricating prosthetic devices.	
Upper Extremity (375)	
Lower Extremity (1,100)	
Anatomy—BioMechanics and Related Subjects. . . . .	250
A study of the skeletal and muscular systems with emphasis on the relationship to the fabrication of prostheses.	
Total. . . . .	2,000

## APPENDIX 3

### APPRENTICE RECORDKEEPING

It is essential to maintain current records of the progress and ability of apprentices. Some recordkeeping systems in different areas include a variety of forms—daily, weekly, and monthly, as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

On this and the following page are a simply designed record-keeping form and a control report. They are presented as examples to those in charge of apprentices in other localities for establishing their own recordkeeping systems.

It will be noted that the data recorded during each 1-month period are carried forward to the next period. In this way, a current and complete record of the progress of each apprentice may be kept on a single form.

Samples of other recordkeeping systems may be obtained upon request through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

#### APPRENTICE CONTROL REPORT

MONTH _____ 19__					
	1st 500 hrs	2nd 500 hrs	3rd 500 hrs	4th 500 hrs	
<div style="border: 1px solid black; width: 100%; height: 100%; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); position: relative; margin: 0 auto;"> <span style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-weight: bold;">( WORK PROCFSSES )</span> </div>					
NAME					TOTAL

APPRENTICE MONTHLY WORK REPORT

Apprentice \_\_\_\_\_ Month \_\_\_\_\_ 19 \_\_\_\_

( WORK PROCESSES )													TOTAL
HOURS													
Carried Fwd													
Date 1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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22													
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24													
25													
26													
27													
28													
29													
30													
31													
TOTAL													

**BEST COPY AVAILABLE**

**APPENDIX 4**

<b>U.S. DEPARTMENT OF LABOR • MANPOWER ADMINISTRATION</b> <b>Bureau of Apprenticeship and Training</b>  <b>APPRENTICESHIP AGREEMENT</b> <b>Between Apprentice and Employer</b>		<b>CHECK APPROPRIATE BOX</b> <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Other Veteran <input type="checkbox"/> Non Veteran <b>SOCIAL SECURITY NUMBER</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>The employer and apprentice whose signatures appear below agree to these terms of apprenticeship.</p> <p>The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30, and in accordance with the terms and conditions of the <i>U.S. Manual of Apprenticeship Standards</i> which are made a part of this agreement.</p> <p>The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.</p>		
TRADE	TERM OF APPRENTICESHIP (Hours or Years)	PROBATIONARY PERIOD
CREDIT FOR PREVIOUS EXPERIENCE	TERM REMAINING	DATE THE APPRENTICESHIP BEGINS
<i>This agreement may be terminated by mutual consent of the parties, (in writing), with notification to the Registration Agency.</i>		
NAME OF APPRENTICE (Last, first, middle)		<b>TO BE COMPLETED BY THE APPRENTICE</b>
SIGNATURE OF APPRENTICE		DATE OF BIRTH (Month, Day, Year)
ADDRESS		CHECK APPROPRIATE BOX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
PARENT OR GUARDIAN		RACE / ETHNIC GROUP (Check one) <input type="checkbox"/> CAUCASIAN WHITE <input type="checkbox"/> INFORMATION NOT AVAILABLE <input type="checkbox"/> NEGRO BLACK <input type="checkbox"/> NOT ELSEWHERE CLASSIFIED <input type="checkbox"/> ORIENTAL <input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> AMERICAN INDIAN
NAME OF EMPLOYER (Company)		HIGHEST EDUCATION LEVEL (Check one) <input type="checkbox"/> 8TH GRADE OR LESS <input type="checkbox"/> 9TH GRADE OR MORE <input type="checkbox"/> 12TH GRADE OR MORE
ADDRESS		
SIGNATURE OF AUTHORIZED OFFICIAL		
APPROVED BY (Joint Apprenticeship Committee)		
SIGNATURE OF CHAIRMAN OR SECRETARY		DATE
REGISTERED BY (Name of Registration Agency)		
SIGNATURE OF AUTHORIZED OFFICIAL		DATE

MA 6-7111  
Jan 1974

## APPENDIX 5

### FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

**Wage and Hour Regulations** (ruling concerning payment for time spent by apprentices in related instruction)

The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties.

If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

## REGIONAL OFFICES BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, 37th Floor New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, N.E., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V 300 South Wacker Drive, 13th Floor Chicago, Ill. 60606	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 1512 Commerce Street, Room 704 Dallas, Tex. 75201	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Republic Bldg., Room 232-A 1612 Tremont Place Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Arcade Plaza Bldg., Room 2055 1321 Second Avenue Seattle, Wash. 98101	Alaska Idaho	Oregon Washington



## STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services  
Dept. of Economic Security  
P.O. Box 6123  
Phoenix, Ariz. 85005

Division of Apprenticeship  
Standards  
Department of Industrial Relations  
455 Golden Gate Avenue  
P.O. Box 603  
San Francisco, Calif. 94102

Colorado Apprenticeship Council  
200 East Ninth Avenue, Room 216  
Denver, Colo. 80203

Apprentice Training Division  
Labor Department  
200 Folly Brook Boulevard  
Wethersfield, Conn. 06109

Delaware State Apprenticeship and  
Training Council  
Department of Labor and Industry  
618 North Union Street  
Wilmington, Del. 19805

District of Columbia  
Apprenticeship Council  
Room 700  
1100 Vermont Avenue, NW  
Washington, D.C. 20210

Bureau of Apprenticeship  
Florida Department of Commerce  
1321 Executive Center Drive  
Tallahassee, Fla. 32301

Apprenticeship Division  
Department of Labor and Industrial  
Relations  
825 Mililani Street  
Honolulu, Hawaii 96813

Apprentice Training Division  
Kansas Apprenticeship Council  
Department of Labor  
401 Topeka Boulevard  
Topeka, Kans. 66603

Kentucky State Apprenticeship  
Council  
Capitol Plaza Tower, 12th Floor  
Frankfort, Ky. 40601

Division of Apprenticeship  
Department of Labor  
State Capitol Annex  
Baton Rouge, La. 70804

Maine Apprenticeship Council  
Department of Labor and Industry  
State Office Building  
Augusta, Maine 04330

Maryland Apprenticeship and  
Training Council  
Department of Labor and Industry  
203 East Baltimore Street  
Baltimore, Md. 21202

Division of Apprentice Training  
Department of Labor and Industries  
State Office Building  
Government Center  
100 Cambridge Street  
Boston, Mass. 02202

Division of Voluntary Apprenticeship  
Department of Labor and Industry  
Space Center Bldg., 5th Floor  
444 Lafayette Road  
St. Paul, Minn. 55101

Montana State Apprenticeship  
Council  
Division of Labor Standards  
1331 Helena Avenue  
Helena, Mont. 59601

Nevada Apprenticeship Council  
Department of Labor  
Capitol Building  
Carson City, Nev. 89701

New Hampshire Apprenticeship  
Council  
Department of Labor  
1 Pillsbury Street  
Concord, N.H. 03301

New Mexico Apprenticeship Council  
Labor and Industrial Commission  
1010 National Building  
505 Marquette, NW  
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training  
Department of Labor  
The Campus, Building No. 12  
Albany, N.Y. 12226

Division of Apprenticeship Training  
Department of Labor  
Raleigh, N.C. 27602

Ohio State Apprenticeship Council  
Department of Industrial Relations  
220 Parsons Avenue, Room 314  
Columbus, Ohio 43215

Apprenticeship and Training Division  
Oregon Bureau of Labor  
Labor & Industry Building, Room 115  
Salem, Oreg. 97310

Pennsylvania Apprenticeship and  
Training Council  
Department of Labor and Industry  
Labor and Industry Building, Room 1547  
Harrisburg, Pa. 17120

Apprenticeship Division  
Department of Labor  
414 Barbosa Avenue  
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council  
Department of Labor  
235 Promenade Street  
Providence, R.I. 02908

Utah Apprenticeship Council  
Industrial Commission  
431 South Sixth East, Room 225  
Salt Lake City, Utah 84102

Vermont Apprenticeship Council  
Department of Industrial Relations  
State Office Building  
Montpelier, Vt. 05602

Division of Apprenticeship Training  
Department of Labor and Industry  
P.O. Box 1814  
North Street Office Building, Room 334  
Richmond, Va. 23214

Director of Apprenticeship and  
Training  
Department of Labor  
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division  
Washington State  
Department of Labor and  
Industries  
318 East Fourth Avenue  
Olympia, Wash. 98504

Division of Apprenticeship and  
Training  
P.O. Box 2709  
Madison, Wis. 53701

1/ All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

# United States Department of Labor

Bureau of Apprenticeship and Training  
NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR THE  
AMERICAN OPTIC AND PROTHETIC ASSOCIATION  
Washington, D. C.

## Certificate of Registration

For the Trade Classification of ORTHOPTIC-PROTHETIC TECHNICIAN (Orthotic Technician)  
and ORTHOPTIC-PROTHETIC TECHNICIAN (Prosthetic Technician)

- Based on completion of the above apprenticeship system, registered in part of the
- National Apprenticeship Program, in accordance with the standards recommended by the

### Federal Committee on Apprenticeship

May 10, 1961



*William H. Kellogg*  
*Ernest C. Murphy*

# Certificate of Completion of Apprenticeship

United States Department of Labor

Bureau of Apprenticeship and Training

It is to certify that

has completed an apprenticeship in the trade of

under sponsorship of

in accordance with the standards recommended by the  
Federal Committee on Apprenticeship



*William H. Kellogg*  
*Ernest C. Murphy*

DATE